

HEALTH BENEFITS E-NEWS

*Department of Human Resource Management
Office of Health Benefits*

February 27, 2018

2018 Open Enrollment Dates Set

Spring Open Enrollment for health care and flexible spending accounts will be May 1 – 15, 2018. Look for additional information in coming weeks.

EmployeeDirect Update

EmployeeDirect for health benefits transactions will remain offline for 2018 spring Open Enrollment.

- Since EmployeeDirect will be unavailable:
 - Employees must complete a 2018-19 Active Employee Enrollment Form if they wish to make plan or membership changes or to enroll in a Flexible Spending Account for the new plan year.
 - Retiree group participants must complete a 2018-19 Retiree Enrollment form if they wish to make plan or membership changes for the new plan year.
- Fillable enrollment forms will be posted on the DHRM website, or participants may request the appropriate form from their HR Office or Benefits Administrator. Enrollment forms will be available to order prior to Open Enrollment. We will be giving you more information in the next few weeks.
- The shortened Open Enrollment window will allow Benefits Administrators more time to key transactions in BES. It's important to plan for keying in BES throughout the Open Enrollment period. Instructions for BES keying will be communicated later.

Please let employees know of the 2018 Open Enrollment period so they have time to plan. VRS Retirees will receive information separately. Because this will be a "paper" Open Enrollment, be sure that participants know when and where to submit their benefits requests. Working together, let's make it as easy as possible for members to submit their enrollment forms.

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov